

Rabun County Civic Center

25 Courthouse Square, Suite 201
 Clayton, Georgia 30525
 Phone 706-212-2149 ♦ Fax 706-212-2819

Vendor Agreement

Lessee: _____ Booking Number: rccc _____
 Vendor: _____ Vendor Contact: _____
 Vendor Address: _____ Phone No. _____

The following policies are applicable to all vendors who provide services prior to or during events held at the Rabun County Civic Center. As used herein, "RCCC" means and includes the Ballroom, The Diner and the entire facility and each of them independently.

1. Vendors must leave work area at the close of an event in a clean and orderly fashion. The lessee has paid a security/damage deposit of \$500.00. The Security/Damage Deposit secures the obligation of the lessee to leave the Civic Center in a clean and orderly condition. RCCC may apply all or any portion of the Security/Damage Deposit to defray any charges, cost or expense (including the cost of RCCC personnel at the cost of \$50.00 per hour per person) incurred by RCCC in restoring the Civic Center to a clean and orderly condition following the Event.
2. All Vendors may enter property only at times agreed to by Vendor's Client's Contract. The lessee, their representative or the RCCC staff will enforce timely departure after an event. Events are leased in a fifteen-hour block of time (9 am until midnight). Additional hours can be purchased at \$100.00 per hour if available. **Set-up and clean-up must be included within this time block.** Most vendors require a minimum of an hour prior to starting and after the event. Depending on the size of the event, additional set-up and clean-up time may be required by the vendors. All time used by vendors and guests must be included in the purchased time. If the Vendor requires additional time for set-up or clean up, it must be pre-arranged with the lessee and RCCC. As an additional lease fee, the lessee shall pay to RCCC the hourly overtime amount of \$200.00 per hour, or part thereof that the Event extends past the allotted Event Ending Time.
3. All Vendors (if applicable) must supply proof of General Liability insurance, health certificates, proof of workers' compensation and local business licensing at least 30 days prior to the event (return no later than _____). These should be attached to this original agreement for each event that this vendor is being contracted to work. Each vendor must have this on file for each event.
4. Due to multiple daily events, deliveries of all goods and equipment must be pre-arranged through the RCCC Office and must be scheduled during the leased time block. The vendor must be present to receive the goods. **Representatives or employees of RCCC are not responsible for accepting or handling any deliveries. If a variance is needed a delivery/pickup worksheet must be completed before the event begins.**
5. Lessee shall be responsible for retaining and paying all vendors of food, beverages, flowers, music, photography and other goods and services on the premises of the RCCC in connection with the Event. All such vendors shall be deemed the agents of the lessee, and none of such vendors shall not be or be deemed agents of RCCC. Vendors will not be allowed on the site except during the scheduled event times. The lessee is responsible for all vendors and their adherence to RCCC rules. The lessee is responsible for arranging for the vendor to have access to the Civic Center during lease period.
6. **Each vendor shall be responsible for cleaning all areas in the Civic Center used by such vendor and for removing all equipment supplied by such vendor in connection with the Event. No such equipment may be stored or left on the premises of the Civic Center without the prior written approval of the RCCC Director.** RCCC will not be held responsible for any items or equipment left on property by vendors. All equipment and goods must be removed from the Civic Center and building's during the lease time block.
7. The RCCC Director is responsible for implementation of all policies of RCCC, with respect to events held in the Rabun County Civic Center and any vendor who refuses to follow said policies may be asked to leave property by the Director.

_____ Vendor's Initials _____ Lessee's Initials _____ RCCC's Initials

8. The RCCC is not responsible for the transport or care of any vendor equipment.
9. The RCCC determines all music and noise levels. Vendors must abide by such direction and modify such noise levels as requested.
10. Florist, theme designers and photographers are asked to be extremely sensitive to the fragility of the RCCC and environment. Installation of decorations/special effects is to be prearranged with the RCCC Director. Live flower petals, bubbles and birdseed may be used outside only to celebrate the departure of the bride and groom in a wedding ceremony or reception. Rice, silk flower petals, sparklers, confetti, and glitter are not permitted.
11. No nails, staples, stakes or similar objects may be placed or inserted in or on any column, building, staircase or other structure or facility located in the Civic Center.
12. RCCC is not responsible for any items lost, stolen or left by vendors.
13. Smoking is permitted in designated outside areas. Vendors are required to inform their employees of these areas and require such employees to refrain from smoking on premises of RCCC except in such designated areas.
14. Vendors are to provide their own necessary tools.
15. Trash and garbage must be sealed before the vendor places them in the dumpster. The Civic Center dumpster is located behind the Rabun County Health Department. No trash or garbage shall be placed in the small dumpster at the rear of the Civic Center in the upper parking lot area.
16. RCCC reserves the right to change its policies, procedures and pricing without notice. When policies and procedures are changed, lessee will be notified.

RCCC reserves the right to refuse access to the premises of RCCC to any vendors who are not in good standing with RCCC or who have caused problems in the past. If the policies set forth are not followed; the responsible party will not be allowed to enter the property for future business.

By executing this Vendor Agreement in the space provided below, the undersigned vendor agrees to abide by, and to cause each of its agents, employees, subcontractors, independent contractors and representatives to abide by the foregoing agreement and the policies and procedures of RCCC from time to time communicated to such vendor. Further, such vendor agrees to indemnify and to save and hold harmless RCCC, its officers, employees, and directors, and each of them, of from, and in respect of any damage, claim, action, cause of action, liability, judgment of award, suffered or incurred by, or asserted against, RCCC, or such officers, employees, or directors, based upon or arising out of vendor, or any of its agents, employees, subcontractors, independent contractors of representatives, entering upon the premises of RCCC or the performance by such vendor, its agents, employees, subcontractors, independent contractors or representatives, of any acts whether omission or commission, on or about such premises.

I _____ representing _____ Understand and accept the policies as stated.

Vendor Signature

Date

Lessee Signature

Date

Chashe Hunnicutt, RCCC Director

Date

FOR OFFICE USE ONLY

NOT APPROVED

Date _____

Signature _____